



ILLINOIS

George H. Ryan, Governor

DEPARTMENT OF CENTRAL MANAGEMENT SERVICES

Michael S. Schwartz, Director

MEMORANDUM

TO: Telecommunications Coordinators

FROM: Frank Cavallaro, Manager *FC*
Bureau of Communications and Computer Services

DATE: January 17, 2001

SUBJECT: Voice Mail Training Sessions

The Division of Telecommunications will hold Telecommunications Coordinator voice mail training on the following dates:

Telecommunications Coordinator Voice Mail Training
January 23, 2001 or January 30, 2001
2:00-4:00 p.m.
Communications Center
120 West Jefferson, Room 2-East
Springfield, Illinois 62702

Topics to be discussed will include: available voice mail features, the role of the Telecommunications Coordinator, ordering voice mail service, completing the Telecommunications Service Request (TSR) forms, and services available through the Voice Mail Help Desk. These training sessions will be especially helpful in answering questions from newer Telecommunications Coordinators.

Please contact Sally Hutchison at (217)557-3984 to register to attend.